

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 99-035

TO: Charter School Administrators, Directors, Principals
FROM: Kristen Jordison
DATE: January 13, 1999
SUBJECT: JANUARY, 1998 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

Enclosed you will find the JANUARY 1999 apportionment reports for your charter school. These reports reflect data used to calculate the FY 1998-99 Equalization Base/Assistance. The JANUARY reports are based on the 40th day Average Daily Membership (ADM) or in some cases the September 25th estimated counts submitted to the Department of Education by your charter school.

Note for the future months: The February 15th Equalization Base/Assistance calculation will be based on your 40th day Average Daily Membership and 40th day Special Education Census. Please review your ADMS 46-1 and SPED 28 reports, that will be sent to you by Tom Lowe, for accuracy. If you have not submitted your 40th day ADM or December 1st Special Education Census, please do so as soon as possible. The 40th day counts for Special Education are pulled from the December 1st census reports and will be used for the February payment also. Please contact Tom Lowe at (602) 542-8244 or e-mail at tlowe@mail1.ade.state.az.us if you have any questions regarding your ADM or special education counts.

These reports are for your information and DO NOT require sign off. **If you do have a question on any of the data, simply copy the Basic Calculation for Equalization Assistance Report (CHAR55-1) and return it to us (via fax or mail) with the data in question circled.**

If you have any questions or need assistance, please do not hesitate to me at (602) 542-8249 or e-mail at kjordis@mail1.ade.state.az.us.

FYI: Your Char 55-1 and Char 64-1 reports are now available to be downloaded from the Department's web site. If you have web access please check out this new resource at <http://www.ade.state.az.us/schoolfinance/main/ReportsData>. These web page will be updated monthly with the most current data. We hope you find this useful.

Enclosures

January 13, 1999